

CALIFORNIA STATE PERSONNEL BOARD

Date of Issue: October 29, 1990

MEMO TO: ALL STATE AGENCIES, EMPLOYEE AND ADVOCATE ORGANIZATIONS

SUBJECT: 1990-91 Budget Reduction Impacts

The recently approved Governor's 1990-91 Budget has resulted in a reduction of the State Personnel Board's (SPB) budget by 10%. This memorandum is intended to provide you with information on the decisions reached by the Board in coping with the cuts since they may affect your organization's employees and applicants for jobs.

LOS ANGELES FIELD OFFICE

We have decided to close the Los Angeles Field Office which provides services to departments, employees and applicants for State jobs. The Hearing Office, however, will remain in Los Angeles. You will recall that a 20% cut in Fiscal Year 89-90 resulted in the closure of the San Francisco Field Office and a reduction in staff in the Los Angeles office by one-half. The recent cuts effective July 1, 1990, have forced us to eliminate the Los Angeles office.

With the closure of the Los Angeles office this year and the San Francisco office last year, there is no longer a single location outside of Sacramento where the public can obtain information about State jobs. The Los Angeles office has been serving over 104,000 people annually. The San Francisco office had been providing job information to 70,000 people annually. In addition, many State employees have used the services of the field offices to assist them in their career planning effort. These employees must now rely on other resources such as departmental personnel offices or employee organizations.

While the amount of service provided by the SPB to the public and the State departments with offices located in the Los Angeles area cannot help but be impacted, we are planning to continue to provide as much service as possible within the constraints of our budget. Examinations will be coordinated centrally from Sacramento. Candidates will still be able to take examinations in Southern California as well as other parts of the State, however, the frequency of examining may be affected by the reduced resources.

We are currently exploring a suitable site for complete State examination bulletins in the Los Angeles area similar to arrangements made with the Employment Development Department in San Francisco last year. The recorded message lines which provide current examination information will continue to be maintained locally.

APPEALS

In addition to the closure of the Los Angeles Field Office, the following reductions will affect our appeals function. To reduce our costs, most hearings on adverse actions will be conducted, to a large extent, at a centralized location in Los Angeles, Sacramento, and the Bay Area. This may have a significant impact on departments, employees and employee organizations who will now have to travel to these sites for hearings.

The SPB formerly provided hearing reporters for most major adverse action hearings. The Board is considering tape recording most hearings unless the parties (departments, appellants or their representatives) are willing to pay the full costs for a hearing reporter to transcribe the hearing. When tapes are used, efforts will be made to capture a quality recording.

The SPB appeals panel process deals with appeals from medical exams, withholds from employment lists, voided appointments, etc. There are currently four positions dedicated to bearing these appeals and a backlog of 421 cases exists currently. One of these positions will be cut. The expectation is that the backlog will increase to 505 cases with an average processing time of at least seven months.

A Legal Assistant position will be cut in the Chief Counsel's Office. This will cause a slowdown in the Board's ability to process personnel appeals before the Board and limit its ability to monitor court litigation.

INCREASED FEES

The SPB will charge for services or increase fees for services to departments as follows:

- Examination and Certification System fees will be increased by 10% in order to fully fund reimbursable positions.
- Overhead charges will be increased in other reimbursable programs (Psychological Screening, Test Validation and Construction, and Technical Training).

The elimination of the Los Angeles Field Office operations, together with the centralization of hearings in adverse action cases, increased charges or fees for services to departments, the possible elimination of hearing reporters for hearings on major appeals actions, as well as other support positions, represents a reduction of approximately 21 positions and \$1.2 million.

I sincerely regret having to eliminate these services to you and your constituents. Your cooperation during the upcoming transition period will be appreciated. If you have any

questions, please feel free to contact me or my staff; Laura Aguilera, Chief of the Affirmative Action Merit Oversight Division at (916) 322-1436 or TDD (916) 323-0499, on closure of the Los Angeles Field Office; Floyd Shimomura, Chief Counsel at (916) 323-3896 or TDD (916) 323-7490 on Hearing Office reductions; or Elaine Vann, Chief of Administration and Services Division at (916) 445-7452 or TDD (916) 323-7490 on fees.

/s/

GLORIA HARMON
Executive Officer